



STATE OF CONNECTICUT
DEPARTMENT OF MENTAL HEALTH

February 17, 1993

Effective Date: March 12, 1993

COMMISSIONER'S POLICY STATEMENT NO. 12

TRANSFER OF PATIENT RECORDS

- (1) When any patient in any of the institutions of the Department of Mental Health is transferred to any other institution under the supervision of the Department, a copy of the full and basic record will be transferred with the patient.
- (2) A final or discharge summary shall be added to the record of the transferring institution together with a notation as to the disposition of the patient.
- (3) Where there are sub-department records such as clinical psychology, social service, etc., a copy of the records will also be transferred with the patient. The sub-department may retain a copy for research purposes if it wishes.
- (4) The above policies will apply to the transfers of all patients of all ages between any two facilities operated by the Department of Mental Health.

Albert J. Solnit, M.D.
Commissioner

This directive replaces Commissioner Policy Statement No. 12, dated November 1, 1983.